

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the probationary terms related to my recent employment offer for the position of [Job Title] at [Company Name].

As I prepare for my onboarding process, I would like to clarify the specific terms and conditions that are associated with the probationary period, including the duration, performance evaluation criteria, and any potential transition to permanent employment.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]